



GRAND CENTRAL STATION
NEW YORK, N.Y. 10017

72-1740

WASHINGTON, D.C. 20044

GREATER WASHINGTON, D.C. CHAPTER
P.O. BOX 89
WASHINGTON, D.C. 20044

METROPOLITAN NEW YORK CHAP
P.O. BOX 555
TIMES SQUARE STATION
NEW YORK, N.Y. 10036

ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

MAR 27 1972

Honorable Richard Helms
Director of Central Intelligence
Washington, D. C. 20505

Dear Mr. Helms:

President Nixon, in a message to his cabinet and key personnel, said, "I think each Department should consider giving annual awards to individuals in the Department who came up with workable ideas for savings in personnel, paperwork, program duplication, etc." This interest was reinforced by the President's support of the project to improve Federal reporting and reduce related paperwork.

We are, therefore, pleased to announce the eighth in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government. This year, the Association of Records Executives and Administrators is again providing sponsorship for this awards program.

During the last seven years Federal Agencies have nominated 134 men and women for their paperwork management efforts. Each of these received national recognition; 44 were given special awards. This year the Association hopes that participation by Federal Agencies will continue to grow. We sincerely believe that the awards program is a most important means for directing attention to one of management's most critical problems -- paperwork.

Last year Mr. Reid M. Denis, your nominee, was one of five who received special recognition. His contributions were impressive and indicate what can be accomplished by dedicated officials in a responsive management environment. We hope that you will have a nominee again this year.

Details concerning the awards are contained in the enclosure. Additional copies will be sent under separate cover to your personnel officer. We will be pleased to answer any questions you may have concerning the award.

Sincerely,


DUDLEY JUDD
President

Enclosure

FEDERAL PAPERWORK MANAGEMENT AWARDS

Sponsored by the
Association of Records Executives and Administrators (AREA)

PURPOSE

To honor those Federal employees who have demonstrated outstanding leadership, ingenuity, and professional excellence in designing, promoting, or managing effective systems or programs that contribute significantly to increased Federal paperwork efficiency. These awards are officially sanctioned by the U. S. Civil Service Commission and are among the most honored available to Federal employees.

SCOPE

Paperwork, as related to this awards program, covers the entire spectrum of information and records management activities involved in the creation, flow, use, preservation, and disposition of all types of information and records.

Paperwork, in its broadest sense, is an integral part of every procedure and system. It is the basic administrative support medium for written communications and the flow of management information. From the operating system proceeds the management practice of channeling and controlling paperwork so that it contributes to the realization of organizational goals and objectives. Automation, in its many aspects, is a most important consideration in the process of efficiently managing paperwork.

NATURE OF THE AWARD

Individually inscribed walnut plaques are presented to those who are responsible for exceptional paperwork management achievements. Individual and group citations are awarded for outstanding contributions to paperwork efficiency. National and Government-wide publicity is given these awards.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive branches of the Federal Government are eligible.

DEADLINE AND LIMITATIONS

Nominations should be submitted by August 1, 1972, to:

AREA AWARDS COMMITTEE
Association of Records Executives
and Administrators
Post Office Box 89
Washington, DC 20044

Each Department or Independent Agency in the Executive Branch is encouraged to submit one individual or group nomination. Individual Legislative and Judicial units are also welcome to submit a nomination.

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Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190032-6

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